



## Do you have a Corporate Debit Card? Control expenses with CitiManager!

**150** years  
of progress

It is our pleasure to inform you that we enabled Cardholders of Corporate Debit Cards an access to:

- **CitiManager (CM)** platform,
- **CitiManager Mobile (CMM)** application,
- **online transaction authentication** with use of the Corporate Cards Cardholder's **biometric data** in the mobile application mentioned above.

**CitiManager** platform ensures Cardholder comfortable Corporate Card management thanks to number of functions including the following:

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### CARD ACTIVATION



**CitiManager** allows you to activate a new or renewed card without the need to contact the Bank. You only need to confirm having received a new/renewed card and your intention to activate it upon logging in.

- Check the PIN of your card clicking on the option "SHOW PIN" on the homepage.

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### STATEMENTS DOWNLOAD



On the main page of **CitiManager** select the **Statements** tab and choose the period concerned.

- You will go to the **Statements** section. In order to print out a statement, select the **Download** option and then select the format in which you want it to be printed out.

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### COMPLAINT RELATED TO TRANSACTIONS



In the **Statements** section select the period concerned and then the transaction which you want to complain about.

- Click on the selected transaction, then click on the "MORE" button and go to the dispute section.
- Select the cause of dispute, fill in the required data and confirm filing the complaint.

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### SETTING THE NOTIFICATIONS



On the main page of **CitiManager** select the **Notifications** section and choose "NOTIFICATION SUBSCRIPTION".

- Select the notifications you want to receive (please make sure that your contact details are up to date; some notifications may be disabled - availability of notifications is determined by the Program Administrator and the Bank).
- Accept the Rules and Regulations and click the "SAVE" button.

**NOTICE:** The precondition for using platform **CitiManager**, is submission to the Bank current e-mail address of Corporate Debit Card Cardholder by Program Administrator.

Enclosed please find a form ([available here >>](#)), that can be used to provide Bank with the data. Filled in form please kindly send to e-mail address: [karty.obsługa.klienta@citi.com](mailto:karty.obsługa.klienta@citi.com). Your disposal will be executed at the earliest convenience. Kindly note that Debit Card registration in CitiManager will be possible only after 7 days from e-mail address update.

**Registration in CitiManager** can be done [here >>](#)

We encourage Cardholders, after registration to CitiManager platform, to **try out CitiManager Mobile application**, so to effectively manage Corporate Debit Card and **perform online transaction with biometrics authentication** in mobile application. We would like to underline, that the method of biometric authentication in CitiManager Mobile application will be main method of online transaction authentication. Therefore we encourage you to **update e-mail as soon as possible** and to register Corporate Debit Cards in CitiManager by Cardholders.



If you have any questions, please contact Corporate Cards Service using the phone number dedicated to Administrators of Business Card Programs: phone: +48 22 692 25 52 or email: [karty.obsługa.klienta@citi.com](mailto:karty.obsługa.klienta@citi.com).